

**AGWSR Community School District
Student Laptop/Chromebook Program Acknowledgement Form**

*All requirements must be read, indicated by **two signatures** on this form
prior to receiving your assigned laptop computer.*

Be sure to read the entire Computer Use Agreement before signing this acknowledgement form.

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| <input checked="" type="checkbox"/> I have read/will read the Computer Use Agreement Handbook & forms and agree to the conditions stated. (1.0-7.7) (Found on school website – www.agwsr.org) |
| <input checked="" type="checkbox"/> This equipment is, and at all time remains, the property of AGWSR Community Schools, and is herewith lent to the Student/Borrower for educational purposes only for the academic school year. |
| <input checked="" type="checkbox"/> The equipment will be returned to the school when requested by AGWSR Community Schools, or sooner, if the Student/Borrower withdraws from AGWSR Community Schools prior to the end of the school year. |
| <input checked="" type="checkbox"/> I understand I am responsible for backing up my own files and that important files should always be stored in at least two locations; such as on the laptop, external hard-drive, CD, flash drive or fileserver. (1.4, 4.2) |
| <input checked="" type="checkbox"/> I will not leave my laptop unattended unless it is locked in a secure place. My family is fully responsible for the cost of replacement should my laptop become lost or stolen due to “gross negligence” as determined by administration. (2.2, 2.3, 2.4, 4.2) |
| <input checked="" type="checkbox"/> I understand my family is financially responsible for <i>up to</i> full cost if damage occurs to the laptop. (2.2, 4.1) |
| <input checked="" type="checkbox"/> I understand in the event of physical damage to the laptop my family is financially responsible. (2.2, 4.1) |
| <input checked="" type="checkbox"/> I will not use file-sharing programs to illegally download music, video or other media. (3.3) |
| <input checked="" type="checkbox"/> I will not duplicate nor distribute copyrighted materials other than a back-up copy of those items I legally own. (3.5) |
| <input checked="" type="checkbox"/> I will keep the laptop lid fully closed whenever it is moved from one point to another in the classroom and in the provided bag with cord folded when moving anywhere outside the classroom. (4.2) |
| <input checked="" type="checkbox"/> I will promptly report any problems to the Technology Coordinator or Building Principal immediately. (4.3) |
| <input checked="" type="checkbox"/> I agree to allow teachers or activity sponsors and students under the teacher’s or activity sponsor’s supervision to record me in my involvement in classroom or school activities for the purpose of improving and publicizing AGWSR Community School District’s curricular and extracurricular programs according to school board policy. (6.0) |
| <input checked="" type="checkbox"/> Users understand that information stored and transmitted either synchronously (real-time or streaming) or asynchronously (delayed, e.g. email messages, message boards, etc.) including but not limited to; documents, video, pictures, chat logs, social networks, Web 2.0 tools (e.g. blogs, wikis, etc.) and music on the district’s web servers, networking system, laptop computers or stationary computers are <u>not considered private</u> at any time and are subject to monitoring by school officials. (1.1, 3.1, 6.1, 7.6) |
| <input checked="" type="checkbox"/> I will comply with the rules and regulations related to internet and computer safety and understand my laptop computer may be revoked temporarily or permanently for inappropriate student conduct occurring on or off school property at any time. At no time will I use school resources to bully, harass, or defame others (7.5) |
| <input checked="" type="checkbox"/> I will keep my computer fully charged at home before bringing it to school each day. (4.8) |
| <input checked="" type="checkbox"/> I will not place marks or adhesive labels on the laptop or carrying bag. (4.4) |
| <input checked="" type="checkbox"/> I will treat the school issued laptop with care by not dropping it, getting it wet, leaving it outdoors, leaving it in a car in extreme weather conditions, out of the bag while driving, or using it with food or drink nearby. |
| <input checked="" type="checkbox"/> I will keep all accounts and passwords assigned to me secure, and will not share these with any other students. |

<input checked="" type="checkbox"/>	Identification and inventory labels/tags have been placed on the laptop. These labels/tags are not to be removed or modified. If they become damaged or missing, contact tech support for replacements. Additional stickers, labels, tags, or markings are not to be added to the laptop.
<input checked="" type="checkbox"/>	I will not give personal information when using the school issued laptop
<input checked="" type="checkbox"/>	One user account with specific privileges and capabilities has been set up on the laptop for the exclusive use of the Student/Borrower to which it has been assigned. The Student/Borrower agrees to make no attempts to change or allow others to change the privileges and capabilities of this user account.
<input checked="" type="checkbox"/>	I understand Students and their parents must indicate on the Student Laptop Acknowledgement Form if they wish to prohibit the direct use of video, pictures, or chat logs for school news and professional development of teachers and staff by placing an "X" on the acknowledgement form if you do not want your student work, participation in school activities, or special projects shared for the purpose of improving our school and public relations. Use your initials to approve your work/activities for professional development and public relations. (6.2)
<input checked="" type="checkbox"/>	I will not lend the school issued laptop to anyone, not even my friends or siblings; it will stay in my possession at all times.
<input checked="" type="checkbox"/>	I agree that email (or any other computer communication) should be used only for appropriate, legitimate, and responsible communication.
<input checked="" type="checkbox"/>	While at school I will use my school issued laptop for legitimate educational purposes. Examples of non-educational uses include, but are not limited to: playing online games, chat rooms, non-educational blogs, streaming entertainment video, shopping.
<input checked="" type="checkbox"/>	I will not use my school issued laptop to access/hack other computers, or areas of the school's network.
<input checked="" type="checkbox"/>	I understand that under Iowa Code 716A.2 – "A person who knowingly and without authorization accesses a computer, computer system, or computer network commits a simple misdemeanor.

I understand that a school registration fee must be submitted prior to the issuing of the student laptop (Iowa Code § 301.1). Please direct questions regarding the Textbook Rental/Software Usage fee to your Building Principal, School Business Manager, or Superintendent of Schools.

Please sign below for agreement to participate in the 1:1 laptop computer program (24/7 use during the school year).

Student Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

This completed and signed form is a mandatory requirement for the assigning and issuing of a AGWSR Community School District laptop computer. It must be filed prior to the issuing and assigning of a computer. Students will not receive their laptops until your building principal or the technology coordinator receives a signed form.

Adapted from: Valley CEW Community School District, Clayton Ridge Community School District, Van Meter Community School District, BCLUW Community School District, and Houston Public Schools, MN.